



Building Healthier  
*Communities*

2031C Hospital Drive  
Sedro-Woolley, WA 98284

## ADMINISTRATIVE ASSISTANT - SENIOR

**Pay Rate:** \$28.00 - \$32.00 (DOE)

**FTE:** 0.80 FTE (32 hours per week)

**Posted:** 01/09/2023

**Exempt Classification:** Non-Exempt

**Posting Closes:** Open until filled

Ready to share your extraordinary administrative assistant skills and experience to make a difference?

We are looking for an energetic, conscientious, and detail-oriented individual who enjoys collaboration and takes pride in their work to join our team!

United General District 304 (District 304) is a public hospital district in Skagit County, Washington with a goal of building healthier communities across six pillars of health and wellbeing: **Active Living, Community & Professional Education, Engaged Youth & Communities, Healthy Eating, Thriving Children & Families, and Stewarding Assets & Opportunities**. Located in scenic Sedro-Woolley, the gateway to the North Cascades, District 304 is a dynamic organization with an extensive history of connecting people and communities with best-practice health promotion and prevention programming. Our programs and staff seek to uphold our core values of compassion, collaboration, innovation, equity, and excellence. Learn more about how we are building healthier communities at [www.UnitedGeneral.org](http://www.UnitedGeneral.org).

### Job Overview:

The Senior Administrative Assistant will support all District 304 pillars to ensure efficient operation of the office. Supports supervisors, leads, and employees through a variety of tasks related to our innovative programs.

### Responsibilities and Duties:

- Acting as a point of contact for incoming phone calls and inquiries
- Providing general support to visitors and community partners
- Preparing board meeting packets and record minutes
- Assisting with various office managerial duties
- Scheduling internal and external meetings, coordinating logistics and details, providing relevant preparation materials, and ensuring appropriate follow-up
- Assisting with travel arrangements and conference registrations
- Reviewing timesheets, purchase requests, and credit card statements for proper documentation and accuracy
- Managing department Paid Time Off (PTO) calendar and department conference rooms
- Assisting with District 304 communications and social media
- Coordination and support of organization-wide activities, events, board meetings, and staff meetings

- Maintaining our files and database of contracts and contacts
- Entering program evaluations/data into associated tracking systems
- Supporting District 304's purchasing and procurement system
- Overseeing the use of small works roster and prevailing wage documentation
- Ensuring procurement activities comply with state and federal guidelines (training provided)
- Completing special projects and other duties as assigned

**Qualifications:**

- High School Diploma required; associate degree or equivalent experience preferred
- 5+ years' experience as an office/administrative assistant
- Proficient in Word, Excel, Outlook, Internet
- Demonstrated experience organizing, prioritizing multiple assignments, meeting deadlines, and exercising adaptability to changing priorities while maintaining a positive and professional approach
- Requires strong communication skills, both verbal and written
- Must be detail-oriented and highly organized
- Self-starter who works well independently or in a collaborative fashion

**Work Conditions:**

- General office environment
- Standard office hours are generally between 8:00 a.m. to 5:00 p.m. with some flexibility
- Performing duties and attending events during the evening and on weekend occurs occasionally
- Travelling off-campus to local event sites occurs occasionally

**Required Physical Abilities:**

- Must be physically able to sit for extended periods of time, up to 8 hours per day
- Must be able to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents
- May be required to lift up to 25 pounds on occasion

We offer competitive compensation and benefits including medical, dental, life and disability insurances, generous PTO accrual, sick leave, Voya deferred compensation/pension plans, employee assistance program and free membership to our fitness center. To learn more visit [www.unitedgeneral.org](http://www.unitedgeneral.org).

**TO APPLY:**

Apply via our posting on [www.indeed.com](http://www.indeed.com) and please include a cover letter with your resume. For questions, contact [admin@unitedgeneral.org](mailto:admin@unitedgeneral.org). We look forward to hearing from you!

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.*